

<b>CLEARANCE RECORD</b> (See Instruction on Reverse)				<b>Kind of Document</b> <b>ORDER</b>		<b>Identification Number</b> <b>3900.19B Change 14</b>			
<b>OCCUPATIONAL SAFETY AND HEALTH PROGRAM</b> <b>MOTOR VEHICLE SAFETY (Chapter 28)</b>				<b>AUTHOR / ORIGINATOR</b>					
<b>Budget Impact</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> Yes (Explain in brief summary below)				<b>Name</b> <b>Michael Thomas</b>		<b>Routing</b> <b>AEE-200</b>		<b>Telephone</b> <b>(202) 493-4292</b>	
<p>This FAA document provides a summary of the FAA safety requirements with respect to the operation of motor vehicles and special purpose motor vehicles on official business and prescribes certain basic requirements and procedures.</p> <p><b>Distribution:</b> All listed program offices should coordinate this document with all their respective straight lined program division managers at the regions and centers. We also request that ATO coordinate this draft policy with the ATO-W; the Regional Program Managers for Environment &amp; Safety (RPMES); and the Regional Occupational Safety &amp; Health Managers (ROSHM). This draft policy may be seen on the web at (<a href="http://employees.faa.gov/employee_services/occ_safety/order3900/">http://employees.faa.gov/employee_services/occ_safety/order3900/</a>)</p> <p><b>Handling of responses:</b> In accordance with paragraph 801a in Order 1320.1D, comments or nonconcurrences from straight lined regional and center program managers are to be forwarded directly to their respective reporting line managers in Washington for inclusion in the Washington program office's response. The straight lined managers are requested to provide the regional administrator and center director with an <u>information copy</u> of the comments sent to Washington. The regional administrator and center director are requested to submit electronic and paper copy comments or nonconcurrences to AEE-200 for those offices and/or programs for which they have sole responsibility. The Washington reporting offices are requested to submit a consolidated list of comments from all sources within their business line (both hard copy and electronic) to AEE-200 prior to the deadline date. <b>We will proceed with the issuance of this document if no response has been received by the deadline date unless a written request for extension has been received and approved by AEE-200.</b></p> <p><b>Resource impact:</b> Resources are required for implementation of this document to comply with OSHA mandates. No funding will be attached to this document. Funding for the program will be acquired through the regular budgetary process or from within existing resources of the impacted office.</p>									
<b>ORIGINATING OFFICE CLEARANCE</b>									
<b>Routing Symbol</b>	<b>Initials</b>	<b>Routing Symbol</b>	<b>Date</b>	<b>Signature and Routing Symbol</b>		<b>Date</b>	<b>Administrative Clearance</b>		<b>Date</b>
AEE-1	<i>[Signature]</i>	AEE-200	6-29-06	Office of Environment and Energy AEE-1 Carl Burleson, Director <i>[Signature: Sandy R. Lee]</i>		4/29/06	Directives Management Officer		
		AEE-2							
						<b>Deadline Date</b> <b>August 10, 2006</b>			
<b>CLEARANCE ROUTING</b>									
<b>Routing Symbol</b>	<b>Initials</b>	<b>Internal Clearance</b> <b>Routing symbol</b>		<b>Date</b>	<b>Signature and Routing Symbol</b>		<b>Date</b>	<b>Concur</b> No comment Comment Attached Comment Accepted Changes Made	
ATO-1									
ARC-1									
AVS-1									
AGC-1									
ASH-1									
AHR-1									
ARP-1									
AEE-4	FINAL ADMINISTRATIVE CLEARANCE								
AEE-1	FINAL APPROVAL (Authorizing Release)					Date Approved			

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### **CHAPTER 28 MOTOR VEHICLE SAFETY**

**2800. GENERAL.** This chapter sets forth FAA safety policies with respect to the operation of on-road motor vehicles on official business and prescribes certain basic requirements and procedures.

**2801. BACKGROUND.** Tens of thousands of people die each year in car crashes and over three million more are injured. The Bureau of Labor Statistics reports that motor vehicle crashes are the leading cause of work-related fatalities in the United States, killing several hundred employees each year. The FAA experienced 90 motor vehicle mishaps cumulatively costing \$938,883 from calendar year 2000 thru 2005. A study sponsored by the Insurance Institute for Highway Safety estimates the direct and indirect yearly costs attributable to motor vehicle injury to be second only to cancer among major causes of death. The National Highway Traffic Safety Administration (NHTSA) indicates that in 2004, the Nation's Crash Fatality Rate per 100 million vehicle miles of travel was the lowest (1.44) since recordkeeping began 30 years ago and remained below 1.50 for the second consecutive year. Calendar year 2004 was also the second year in a row that fatalities from motor vehicles declined. The number of police-reported motor vehicle crashes occurring on our highways dropped to under 6.2 million from over 6.3 million in 2003, and persons injured in these crashes continued a steady decline. On average, a police-reported motor vehicle crash occurred every 5 seconds, a person was injured every 11 seconds, and someone was killed every 12 minutes.

**2802. SCOPE.** The provisions of this chapter apply to all activities where FAA personnel or contractors operate a government-owned, commercial-leased, or private motor vehicle on official business.

**2803. GOALS AND OBJECTIVES.** The FAA goal is to establish and maintain safety programs and standards governing the operation of motor vehicles and special purpose motor vehicles to ensure the following objectives are met:

- a. Protect life and property and prevent injuries and suffering.
- b. Promote safe operation to minimize interruption of essential agency services.
- c. Keep costs resulting from the loss of productive work hours and property damage to an absolute minimum.
- d. Eliminate claims against the Government to the extent possible.
- e. Maintain good public relations.

**2804. STANDARDS and ORDERS.** The principal guidance under which FAA traffic safety policy is based are as follows:

- a. 49 CFR 571, Federal Vehicle Standards.
- b. DOT Order 3902.9C, Safety Belt Program Management.
- c. DOT Order M 4440.3C, Motor Vehicle Management.
- d. Executive Order 13043, Increasing Safety Belt Use.
- e. FAA Order 3900.19B, Chapter 1, Roles and Responsibilities for Occupational Safety and Health Programs.
- f. FAA Order 3900.19B, Chapter 5, Safety Management Information System.

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- g. FAA Order 3900.19B, Chapter 7, Mishap Reporting, and paragraph 705, Motor Vehicle Mishaps.
- h. 41 CFR, Chapter 102-34, Motor Vehicle Management.
- i. ANSI Z 15.1 – Current Edition, Safe Practices for Motor Vehicle Operations.
- j. GSA Important Information/Recalls – currently  
at: <http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8211&channelPage=ep/channel/gsaOverview.jsp&channelId=-13042>
- k. Federal Property Management Regulation, Part 102-34
- l. FAA Fleet Management Process and Procedure Guide

**2805. KEY PROGRAM ELEMENTS.** The FAA must implement a Motor Vehicle Safety Program that ensures:

- a. **Designated Program Manager.** Appointment of a Motor Vehicle Safety Manager in writing to coordinate overall implementation and oversight of the line of business or service organization or service area (LOB/SO/SA) Motor Vehicle Safety Program.
- b. **Written Program.** The documented Motor Vehicle Safety Program incorporates the necessary requirements of Section 2804 of this policy (Standards and Orders). The basic documented program must contain each of the following key elements:
  - (1) Safe motor vehicle operations for employees using government or personal motor vehicles on official Government business.
  - (2) The FAA's mandatory safety belt use policy and disciplinary and/or adverse action in accordance with current Order 3750.3, Conduct and Discipline.
  - (3) A requirement for Supervisors and Managers to encourage safety belt use by employees both on and off the job.
  - (4) On-the-job driver improvement training.
  - (5) Distracted driving information that cautions employees not to engage in activities while driving that distract them from driving safely. Examples of behavior to be addressed include, the proper use of a hands free cell phone device or no use of a cell phone when driving, the avoidance of unsafe behaviors, that may distract a driver's full attention from the driving environment (e.g., removing both hands from the wheel, eating and drinking, grooming, smoking, reading, and use of technology, such as computers and GPS systems).
  - (6) Aggressive driving information that cautions employees not to engage in activities that prevent them from driving safely. Examples of aggressive driving include: speeding; tailgating; failure to signal a lane change; running red lights and stop signs; weaving in traffic; yelling; making obscene gestures; and excessive use of the horn.

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- (7) Motor Vehicle Record (MVR) checks.
  - (8) Accident reporting in accordance with FAA Order 3900.19B, Chapter 7, Mishap Reporting paragraph 705, Motor Vehicle Mishaps.
  - (9) Accident investigation using FAA forms referenced in FAA Order 3900.19B, Chapter 7, Mishap Reporting, paragraph 705, Motor Vehicle Mishaps. In addition, Supervisors and Managers will discuss accident investigation techniques in Team Meetings.
  - (10) Quarterly special emphasis areas such as Alcohol and Other Drug Countermeasures, Occupant Protection, Motorcycle Safety, Bicycle and Pedestrian Safety, FAA Employee Safety Awareness Document, and Speed Control so that all employees are aware of the hazards of the emphasis areas.
- c. **Program Evaluation.** The key program elements in Paragraph 2805. b. above will be documented and utilized for evaluating the Motor Vehicle Safety program during normal program reviews.
- d. **Training and Communications.** All affected and authorized personnel and their supervisors must receive motor vehicle safety awareness. Retraining must be provided for all authorized and affected employees whenever there is a change in the type of vehicle (e.g., the appropriate state license to operate the vehicle) that the person needs to operate. FAA supervisors must have evidence that employee training has been accomplished, has been documented, and is kept up-to-date.